



ARMY AGR VACANCY ANNOUNCEMENT



Application Mailing Address: HUMAN RESOURCES OFFICE/AGR COLORADO NATIONAL GUARD 6848 S REVERE PARKWAY CENTENNIAL, CO 80112		Position is closed to females	ANNOUNCEMENT NUMBER: AGR # 025-12	
		Para/Lin: 107/02 Security Clearance: Secret	OPENING DATE: 05 January 2012	CLOSING DATE: 03 February 2012
POSITION DESCRIPTION: SR. Human Resources NCO 42A4O VICE: SFC Chalacan		GRADE: Maximum: E-7 Minimum: E-6	OPEN FOR FILL: <input type="checkbox"/> STATE <input checked="" type="checkbox"/> NATIONWIDE	
UNIT OF ACTIVITY: HHC 1-157 IN 851 Bennett St. Bldg 8010 Colorado Springs, CO 80913			TYPE OF POSITION <input type="checkbox"/> COANG <input checked="" type="checkbox"/> COARNG	
MILITARY ASSIGNMENT: HHC 1-157 IN 851 Bennett St. Bldg 8010 Colorado Springs, CO 80913			EVALUATION FACTORS USED: Review of individual applications and Personal interviews.	

AREA OF CONSIDERATION: Open to members of the CO Army National Guard, or those eligible to become members in the grade of E6 – E7. **Applicants must be 42A MOS qualified.** AGR Soldiers within the first 18 months of their initial AGR tour or within their 24-month stabilization tour must have an approved exception to policy with application. **PCS funds subject to availability. Per ARNG-HRH Policy Memo #10-039, AGR Personnel must complete required NGB per training within one year of assignment to position.** Soldiers must currently hold or be able to obtain a Secret Security clearance within one year of hire. Failure to do so will result in removal from the AGR program. Soldiers must meet initial eligibility requirements of Table 2-1, AR 135-18 and comply with DA PAM 611-21. Current COARNG AGR applicants need only submit items # 1, 4-8 below. Position is closed to females.

APPLICATION DOCUMENTATION

(Qualified applicants must submit applications as described below to the address in the upper left hand corner of this announcement.)

1. **NGB 34-1** must be complete with **original signature**. (No Binders or page protectors)
2. **PHYSICAL:** Individual Medical Readiness Record (MEDPROS) with last Periodic Health Assessment (PHA) **within 12 months**.
 - If your last PHA is older than 12 months prior to the close date, a new PHA will be required to be considered for the board.
 - Must have **HIV** less than 24 months old at time of application. If test results are older than 24 months you will be required to have new test results prior to hire date.
3. **DA Photograph in Class A military uniform** (ASUs), three-quarter or full length, taken within the last 12 months.
 - Name, SSN, Rank, Branch, and date of photo **on rear** of photograph (unless listed on menu board of official military photo)
4. Photocopy of last 5 **NCOERs**. (memos required explaining any missing time not covered in the last 5 years)
5. Certified true copy of **ERB or DA 2-1** (each sheet must be certified with original signature of unit administrator)(National Guard only)
6. Personnel Qualification Record (**PQR**)
7. Copy of latest **APFT** Scorecard (**DA 705**) (must be less than 12 months old). Profiles must be attached if applicable. Soldiers on a **temporary profile** are **NOT** eligible to enter the AGR program.
8. Copy of **DMA Form 76** (Individual Record of Ht-Wt) completed within the last 12 months, if not annotated on DA 705.
 - Must have a **DD 5500** attached if body fat content test required.
9. **NGB 23**, NGB 23b (RPAS Statement), retirement record (National Guard only)
10. Copy of all **DD214's / NGB 22's** showing all prior service.
11. Copy of current **Driver's License**.

Applications without all required supporting documents will be returned without consideration. US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. After recommendation is approved by the Adjutant General, the chairperson of the selection board will contact all applicants to notify them of recommendation or non-recommendation. This office will also confirm recommendation or non-recommendation by memorandum. **Soldiers that are flagged are not eligible to enter the AGR program.**

AGR questions: Mr. Greg Romero - greg.t.romero@us.army.mil

POC for Announcement is: SGM Shouey @ 720-751-7188

PRIMARY DUTIES AND RESPONSIBILITIES:

Administrative NCO: Assists the commander and unit personnel in personnel and administrative matters by acting as the point of contact in issues relating to the welfare of the soldiers. Responsible to the commander for all financial (pay and benefits) actions to include IDT, AT, ADT, ADSW, incapacitation pay, enlisted bonuses, student loans, and educational assistance for all unit personnel. Is the single point of contact to ensure the prevention of pay related problems and provides input to SIDPERS-ARNG and the automated pay system. Unit point of contact to the Military pay technicians in USP&FO. Assists in planning, updating and execution of unit mobilization plans and loading plans, and unit supply planning. Attends all unit training assemblies, and annual training periods providing assistance and guidance in personnel and administrative matters and functions. Attends schools and conferences as required by training, development and military education requirements. Assists in the unit recruiting and retention program. Conducts public relations activities as directed to promote a positive image for the unit in the community. Will serve as verifying official for DEER/RAPIDS equipment. Performs other duties as assigned.

42A--Human Resources Specialist

a. *Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Duties for MOS 42A at each level of skill are: (1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files. Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Processes requests and prepares identification tags and cards. Types correspondence and forms in draft and final copy. Posts changes to Army regulations and other publications. (2) *MOSC 42A20.* Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties. (3) *MOSC 42A30.* Performs duties of and supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. (4) *MOSC 42A40.* Supervises small personnel office, specific personnel functions, Battalion S1 and personnel services support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product. Advises commander, adjutant and other staff members on personnel administration activities.

b. Physical demands rating and qualifications for initial award of MOS. Human resources specialists must possess the following qualifications:

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 323222.
- (3) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

Minimum Eligibility Criteria:

Must meet requirements as stated in the "Areas of Consideration". Must be able to serve at least 3 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-501 chapter 3. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver (Applicable only if announced for those eligible to enlist in the COARNG and/or current members of the COARNG). Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal Civil Service annuities (Applicable only if announced for those eligible to enlist in the COARNG and/or current members of the COARNG). Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the AGR program (Applicable only if announced for those eligible to enlist in the COARNG and/or members of the COARNG). Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program (Applicable only if announced for those eligible to enlist in the COARNG and/or members of the COARNG).

Instructions to Commanders/Supervisors: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

The Colorado National Guard is an Equal Opportunity Employer: Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.